

PERSPAY Center of Excellence: Reenlistments and Extensions



10 June 2022

Hosted by TSC Naples

UNCLASSIFIED



- **MILPERSMAN 1160-020 (Reenlistment)**
- **MILPERSMAN 1160-040 (Extensions)**
- **OPNAVINST 1160.8B (SRB)**
- **EXTENSIONS MPTE SOP:**
 - <https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/Extensions.aspx>
- **REENLISTMENT'S MPTE SOP:**
 - <https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/Reenlistments.aspx>

Required Documents

▪ REENLISTMENTS

- NPPSC 1160/1
- [NPPSC 1160/2 REENL CHECKLIST](#)
- REENL CONTRACT
- CCC NSIPS SRB APPROVAL
(if applicable)
- APPLICABLE PG13'S
- BUPERS 328 APPROVAL
(if applicable)

▪ EXTENSIONS

- NPPSC 1160/1
- EXT CONTRACT
- HYT APPROVAL (if applicable)
- ORDERS
- BUPERS 328 APPROVAL
(if applicable)



NPPSC 1160/1

Command Career Request

COMMAND CAREER REQUEST
NPPSC 1160/1 (Rev. 06-2020)

Supporting Directive NPPSCINST 5213.1B

Select from the options below:

Reenlistment

Extension



NPPSC 1160/1

Command Career Request

COMMAND CAREER REQUEST NPPSC 1160/1 (Rev. 06-2020)					Supporting Directive NPPSCINST 5213.1B
Command Extension Request					
Name		DoD ID	Rate	PRD	EAOS
Command		UIC	Department	Division	ADSD
# of Months Extending ▼	Reason			Does member fall into Zone A, B, or C C-WAY? ▼	<input type="checkbox"/> Yes <input type="checkbox"/> No
I certify the above information is correct to the best of my knowledge and I will inform my Command/Dept/Div CC if there are any changes.					
Service Member Name		Service Member Signature SIGN NAME		Date	
Physical Readiness Test (PRT) Coordinator Endorsement					
Has Service member pass the most recent PRT?					<input type="checkbox"/> Yes <input type="checkbox"/> No
PRT Coordinator Name		PRT Coordinator Signature SIGN NAME		Date	
Command, Department, or Divisional Career Counselor Review					
I have reviewed this request and counseled the Service member.					
Is Service member recommended for retention on most recent evaluation/fitness report?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Career Counselor Name		Career Counselor Signature SIGN NAME		Date	
ROUTING & APPROVALS					
<input type="checkbox"/> Yes <input type="checkbox"/> No		SIGN NAME			
<input type="checkbox"/> Yes <input type="checkbox"/> No		SIGN NAME			
<input type="checkbox"/> Yes <input type="checkbox"/> No		SIGN NAME			
<input type="checkbox"/> Yes <input type="checkbox"/> No		SIGN NAME			
<input type="checkbox"/> Yes <input type="checkbox"/> No		SIGN NAME			
<input type="checkbox"/> Yes <input type="checkbox"/> No		SIGN NAME			
<input type="checkbox"/> Yes <input type="checkbox"/> No		SIGN NAME			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		SIGN NAME			

NPPSC 1160/1

Command Career Request

COMMAND CAREER REQUEST NPPSC 1160/1 (Rev. 06-2020)						Supporting Directive NPPSCINST 5213.1B	
Command Reenlistment Request							
Name SAILOR, JOE N.			DoD ID 1234567891		Rate PS2		Branch/Class USN/11
Command PSD NAPLES			UIC 00000		Department ADMIN		Warfare Designation SW
Phone 626-5050		ADSD 01 Jul 17	EAOS 01 Jul 21	PRD 10 2021	Home of Record City and State Chicago, IL		
Selling Back Leave? No	How Many Days? []	Reenlistment Date 27 May 21		Reenlistment Time 9:00 AM	# of Years 3	Uniform NSU	
Reenlisting Officer Information				Reenlistment Location			
L. A. NICASIO				NSA QUARTERDECK			
LCDR							
OIC							
Reason for Reenlistment: Benefits of Rate [X]							
Significant Other and Children							
Last Name		First Name		MI	Relationship		Certificate Desired
[+ x]							<input type="checkbox"/> Yes <input type="checkbox"/> No
[+ x]							<input type="checkbox"/> Yes <input type="checkbox"/> No
[+ x]							<input type="checkbox"/> Yes <input type="checkbox"/> No
I certify the above information is correct to the best of my knowledge and I will inform my Command/Dept/Div CC if there are any changes.							
Service member Name SAILOR, JOE N.			Service member Signature [Signature]			Date 26 May 21	
Physical Readiness Test (PRT) Coordinator Endorsement							
Has Service member passed the most recent PRT?						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
PRT Coordinator Name PO1 NAVY, JOSEPHINE			PRT Coordinator Signature [Signature]			Date 26 May 21	
Medical Endorsement							
Is the member medically qualified for reenlistment?						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Representative Name HM1 SAILS, JOHN			Medical Representative Signature [Signature]			Date 26 May 21	
Command, Department, or Divisional Career Counselor Review							
C-WAY Approval HYT Waiver	Add / View Attachments	ESRP/CSRB/SRB Eligible? Not Applicable		Tier []	Zone []	Award Level	NEC
Is Service member recommended for retention on most recent evaluation/fitness report?						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does the Service member have visible tattoos?						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, are tattoos in accordance with NAVADMIN 082/16?						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Is Service member transferring post 9/11 G.I. Bill?						<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does Service member maintain proper security clearance for rating?						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Service member is eligible to reenlist per BUPERSINST 1610.10E and MILPERSMAN 1160-030.							
Career Counselor Name PO1 FINE, NANCY CCC			Career Counselor Signature [Signature]			Date 26 May 21	
Routing and Approvals							
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	SUPERVISOR		[Signature]		26 May 21		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	LPO		[Signature]		26 May 21		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	LCPO		[Signature]		26 May 21		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			[Signature]		26 May 21		
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	COMMANDING OFFICER		[Signature]		26 May 21		
Command reenlistment request can only be approved or disapproved by department director, department head, or above.							

NPPSC 1160/1

Command Career Request

CPPA REENLISTMENT CHECKLIST NPPSC 1160/2 (Rev. 07-2017)		Supporting Directive NPPSCINST 5213.1
Name: _____		Command: _____
CPPA Name: _____	CPPA E-mail: _____	CPPA Phone: _____
I. CPPA ACTION ITEMS		
Inform service member of the following:		
<input type="checkbox"/> Member must review ESR 6-8 months prior to reenlistment for accuracy; unverified or missing entries must be brought to the attention of the CPPA and PSD. <input type="checkbox"/> Initiate NPPSC 1160/1 Command Career Request in time to allow for approval of all programs. <input type="checkbox"/> Member may be eligible for waivers, SRB bonuses, and special incentives may take longer than 90 days for approval - be sure to submit it early. <input type="checkbox"/> Check with the CCC to schedule Career Development Boards and ensure NPPSC 1160/1 Command Career Request is initiated a minimum of 30 days. <input type="checkbox"/> Member must verify/update NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate prior to reenlistment (as applicable). <input type="checkbox"/> Failure to return NAVPERS 1070/601 Immediate Reenlistment Contract on the day of reenlistment may result in a pay stoppage. <input type="checkbox"/> Member should verify OMPF 30 days after reenlistment for reenlistment and ESR close-out documentation.		
Gather reenlistment supporting documentation for submission to PSD/CSD via TOPS, as applicable:		
<input type="checkbox"/> Approved NPPSC 1160/1 Command Career Request; must include the Medical, Dental, and Command Fitness Leader (CFL) Physical Fitness Assessment signatures before the reenlistment can be processed. <input type="checkbox"/> Career Waypoint (C-Way - Reen) approval letter. <input type="checkbox"/> Reenlistment incentive program approval. <input type="checkbox"/> Appropriate NAVPERS 1070/613 Administrative Remarks (Page 13s); these may be compiled and held until submission of signed NAVPERS 1070/601 Immediate Reenlistment Contract		
II. VERIFY RECEIPT OF APPLICABLE DOCUMENTS		
<input type="checkbox"/> NAVPERS 1070/601 Immediate Reenlistment Contract <input type="checkbox"/> DD 1172 Application for Uniformed Services Identification Card - DEERS Enrollment (ID Card Application) <input type="checkbox"/> NAVPERS 1070/613 Administrative Remarks (Page 13) as applicable: <input type="checkbox"/> UCMJ Article 137, as required by MILPERSMAN 1160-031 <input type="checkbox"/> Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 <input type="checkbox"/> Selective Reenlistment Bonus (SRB) <input type="checkbox"/> Enlisted Supervisor Retention Pay (ESRP) <input type="checkbox"/> High Year Tenure Approved Waiver, per MILPERSMAN 1160/120		
III. COMPLETED ITEMS TO BE RETAINED BY CPPA AND, OR SUBMITTED TO PSD (AS APPLICABLE)		
Prior to Reenlistment:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Submit unverified ESR documentation to PSD prior to reenlistment <input type="checkbox"/> NPPSC 1160/2 CPPA Reenlistment Checklist (this checklist) <input type="checkbox"/> Career Waypoint (C-Way - Reen) approval letter </div> <div style="width: 48%;"> <input type="checkbox"/> Approved NPPSC 1160/1 Command Career Request; must include the Medical, Dental, and Command Fitness Leader (CFL) Physical Fitness Assessment signatures before the reenlistment can be processed. <input type="checkbox"/> Reenlistment Incentive Program approval* (SRB/HYT/GUARD 2000/STAR) </div> </div>		
No Later than the Next Work Day After Reenlistment:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Signed NAVPERS 1070/601 Immediate Reenlistment Contract* <input type="checkbox"/> NAVPERS 1070/613 Administrative Remarks (Page 13)* as applicable: <input type="checkbox"/> UCMJ Article 137, as required by MILPERSMAN 1160-031 <input type="checkbox"/> Leave Sell Back (LSL) payment, MILPERSMAN 7220-340 <input type="checkbox"/> High Year Tenure Approved Waiver, per MILPERSMAN 1160/120 </div> <div style="width: 48%;"> <input type="checkbox"/> Selective Reenlistment Bonus (SRB) <input type="checkbox"/> Enlisted Supervisor Retention Pay (ESRP) </div> </div>		
NOTE: Items above marked with an "*" should be maintained at the Command until posted to member's OMPF/pay record.		
I certify that I have reviewed all required actions on this checklist and reenlistment package is complete.		
CPPA Name _____	CPPA Signature _____	Date _____



Contract Actions Require Prior Approval from BUPERS-328

- Conditional reenlistment MILPERSMAN 1160-030
- OBLISERV to Train (OTT) OPNAVINST 1160.8 (series)
- Page 13 in lieu of hard OBLISERV MILPERSMAN 1306-106
- Exception to Policy (ETP)
- Extension cancellation (as applicable) MILPERSMAN 1160-040
- Retain In Service due to medical/LIMDU MILPERSMAN 1160-050

Submit all BUPERS-328 Reenlistment and Extension request to askmncc.fct@navy.mil or via MyNavyPortal. Commands may contact MNCC directly at 901-874-MNCC. Consider submission lead time of 4 weeks prior.

- The following information is required on all submissions:
 - Rate and Name
 - EAOS/SEAOS
 - PRD and/or transfer date
 - CWAY status
 - SRB/CSRB eligibility
 - Reason for the submission
 - Aggregate extensions months executed PRIOR to this request
 - CO comments
 - Command POC information
- Refer to: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Reenlistment-Extensions/>

Contract Routing: Adding New Roleuser





Contract Routing: Adding New Roleuser

Favorites Main Menu



Menu

- My Favorites
- RED/DA
- User Release Information
- Career Information Management
- Employee Self Service
- Electronic Service Record
- Reserve Transactions
- Scripting
- Availabilities
- Contract Administration
- Dependency Data
- Diary
- Entitlements
- Gains
- Local Product Distribution
- Leave Administration
- Legal
- Losses
- Pay Maintenance
- Personnel Maintenance
- PCS Travel
- Retain in Service
- Transient Tracking
- Message Status Inquiry
- Forms/Sub Docs
- Standard Reports
- System Reports
- Worklist
- Reporting Tools
- ERM Security Administration
- My Profile**
- DOD ID Look Up
- NSIPS Report Manager
- Notification Inbox
- Change My Password
- DMR Link

Navigate to:
-My Profile





Contract Routing: Adding New Roleuser

Favorites Main Menu > My Profile



My Profile

 My Profile

 Favorite Roleusers

 Worklist Management

 Operator Details

Select "Favorite Roleuser"

Contract Routing: Adding New Roleuser

Favorites Main Menu > My Profile > Favorite Roleusers



Favorite Roleusers

Operator Id:

Personalize Find  						First	1 of 1	Last
Default	Next Roleuser In Route	Name	Role Name	Work Status				
1 <input type="checkbox"/>	<input type="text"/>							

 Save  Return to Search  Notify

1. Insert Roleuser ID and click "enter" on keyboard
2. Check "Default" box
3. Select "Save"



Contract Routing: Selecting Roleuser to Route Contract

- When generating contracts, save contract as “incomplete” in order for TSC Naples personnel to pull and approve your transaction.
- After saving contract as “incomplete”, you will then be able to print the contract and obtain required signatures. Signed contracts will be submitted with required KSDs via eCRM within two days following the reenlistment.
- See slides below for further guidance.

Contract Routing: Extensions



LOGIN ACCESS REQUEST NEWS TRAINING USER INFO RESOURCES HELP DESK NOTICES

NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOD CAC AUTHENTICATION

N' - CPPA

Last login: 03-09-2022 08:52

LOGON

THURSDAY, MARCH 17 [ONLINE](#)

NSIPS will be offline May 27-31 for an upgrade to address end of life software components to reduce cyber vulnerabilities, ensure audit compliance and better position the application to support changes needed for NP2. NSIPS will go offline at 0700 CDT May 27 and resume operations at 0700 CDT May 31. If there are any changes to the above, we will post the information here, along with sending out an email to stakeholders as needed.

PSD, TSC, CPPA and NPC personnel experiencing NSIPS technical issues processing personnel actions on behalf of Sailors please contact the NSIPS Help Desk with any issue needing immediate attention (NSIPSHelpDesk@navy.mil; 877.589.5991). Individual Sailors currently experiencing impacts to pay and/or benefits please open a ticket with MyNavy Career Center (askmncc@navy.mil; 833.330.6622).



Contract Routing: Extensions

favorites Main Menu

NS
NAVY STANDARD

enu

My Favorites

EDM

RED/DA

User Release I

Employee Self

Electronic Ser

IMAPMIS

NRMS Mainte

Reserve Trans

Scripting

Availabilities

Contract Admini

Dependency D

Diary

Entitlements

Gains

Local Product I

Leave Adminis

Legal

Losses

Orders Proce

Pay Maintena

Personnel Mai

PCS Travel

- EDM
- RED/DA
- User Release Information
- Employee Self Service
- Electronic Service Record
- IMAPMIS
- NRMS Maintenance
- Reserve Transactions
- Scripting
- Availabilities
- Contract Administration**
 - Extensions
 - Use
 - Inquire
 - Force Management
 - Reenlistments
- Dependency Data
- Diary
- Entitlements
- Gains
- Local Product Distribution
- Leave Administration
- Legal
- Losses
- Orders Processing
- Pay Maintenance
- Personnel Maintenance
- PCS Travel
- Retain in Service
- Transient Tracking
- Unit Administration

Extensions - Create

Extensions - Pending



Contract Routing: Extensions

[Favorites](#) [Main Menu](#) > [Contract Administration](#) > [Extensions](#) > [Use](#) > [Extensions - Create](#)



Extensions - Create

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID

SSN

Empl Record

Approval Instance

Name

LAST, FIRST (NO SPACE AFTER COMMA)

Limit the number of results to (up to 300):

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)



Contract Routing: Extensions


Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions Exceptions

Name: **SAILOR, POPEYE A.** Rank/Rate: PS2 Current DSC: 100

Appr Inst: Appr Status: Pending Appr Action: Comments

Reenlistment Date: 07/17/2019 Contract Type: 

Contract Status: BR/CL: 11

Extension Months Extension Months
School: Other:
Date of Occurrence:

☐ Combat Zone?

Contract Information

Rsv Act Duty Obligation Days 0 Rsv Act Duty Obligation Months 0

Extensions | Exceptions





Contract Routing: Extensions

Navigation: Favorites > Main Menu > Contract Administration > Extensions > Use > Extensions - Create

Extensions

Exceptions

Name: **SAILOR, POPEYE A.**

Rank/Rate: **PO2**

Current DSC: **100**

Appr Inst:

Appr Status: Pending

Appr Action:

Comments

Reenlistment Date: 07/17/2019

Contract Type:

Contract Status:

BR/CL: 11

Extension Months School:

Extension Months Other:

Date of Occurrence:

Combat Zone?

Contract Information

Rsv Act Duty Obligation Days 0

Rsv Act Duty Obligation

Look Up Contract Type

Select one of the following values:

ACT Active Duty

ADR Active Duty Reserve

RES Reserve

Cancel

Save

Return to Search

Notify



Contract Routing: Extensions

[Favorites](#) [Main Menu](#) > [Contract Administration](#) > [Extensions](#) > [Use](#) > [Extensions - Create](#)



Extensions

[Exceptions](#)

Name: **SAILOR, POPEYE, A.** Rank/Rate: **102** Current DSC: **100**

Appr Inst: Appr Status: **Pending** Appr Action: **[v]** [Comments](#)

Reenlistment Date: **07/17/2019** Contract Type: **ACT** [Active Duty](#)
Contract Status: **Execute** **[v]** BR/CL: **11**

Extension Months ☐ Extension Months ☐
School: Other:
Date of Occurrence: **05/26/2021**
☐ For Continuous Submarine Duty Incentive Pay Purpose? ☐ Combat Zone?
Ship/Duty Location:
Officer Name/Grade:
Title:

[Contract Information](#)

Rsv Act Duty Obligation Days **0**

Rsv Act Duty Obligation Months **0**

Contract Routing: Extensions

Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions Exceptions

Name: **SAILOR, POPEYE A.** Rank/Rate: PS2 Current DSC: 100

Appr Inst: Appr Status: Pending Appr Action: Comments

Reenlistment Date: 07/17/2019 Contract Type: Active Duty

Contract End Date: 01/16/2023 Contract Status: BR/CL: 11

Extension Months ☐ School: Extension Months 6 NUMBER OF MONTHS
Other:

Date of Occurrence: 05/26/2021

☐ For Continuous Submarine Duty Incentive Pay Purpose? ☐ Combat Zone?

Ship/Duty Location: **USS SHIPNAME / SAN DIEGO CA**

Officer Name/Grade: **F. M. LAST, RANK, USN**

Title: **AUTHORIZING OFFICIAL**

OR BYDIRCO

Contract Information

Rsv Act Duty Obligation Days: 0 Rsv Act Duty Obligation Months: 0

Save Return to Search Notify

Extensions | Exceptions

MILPERSMAN 1160-040 and MILPERSMAN 1070-190 direct that the authorized official signing the extension contract (“Officer Name/Grade”) must:

- Be in grades E-5/GS-5 or senior,
- Have “By Direction” authority by the commanding officer.

*** Please note this only applies to extension contracts. Reenlistments contracts must be signed by commissioned officers only. ***



Contract Routing: Extensions

Navigation: Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create

Extensions Exceptions

Name: **SAILOR, POPEYE A.** Rank/Rate: PS2 Current DSC: 100

Contract Begin Date: 07/17/2019 Contract Type: Active Duty Description: Execute

Contract Clause:

Exceptions:

Save Return to Search Notify

Extensions | Exceptions

Look Up Contract Clause

Contract Clause: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-19 of 19 Last

Contract Clause	Description
017	Match EAOS to PRD
018	Pregnancy (Member or Spouse)
019	Obligated Service for Orders
020	Sufficient Service for RET
021	Sufficient Service for FLT RES
022	Match HYT Date
023	PFA Waiver
024	Cruise or Deployment
025	Criminal Proceedings
026	Medical Care
027	NAVPERSCOM Approval
028	Accelerated Advancement
046	IA Assignment
047	ADSW/Mobilized Reserve
056	ENLISTMENT BONUS PROGRAM 1
057	ENLISTMENT BONUS PROGRAM 2
058	ENLISTMENT BONUS PROGRAM 3
059	ENLISTMENT BONUS PROGRAM 4
076	COVID-19 Related



Contract Routing: Extensions

Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create



Extensions Exceptions

Name: **SAILOR, POPEYE A.** Rank/Rate: PS2 Current DSC: 100

Contract Begin Date: 07/17/2019 Contract Type: Active Duty
Description: Execute

Contract Clause: 019 Obligated Service for Orders

Exceptions: Extend to incur sufficient obligated service to execute BUPERS Order _____ dated _____ (YYMMDD) in accordance with MILPERSMAN 1160-040. I understand that this extension becomes binding upon execution and may not be thereafter canceled, except as provided in MILPERSMAN 1160-040. I have been informed of the provisions of the SRB program and the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment.

Save Return to Search Notify

Extensions | Exceptions

COMMAND CAREER REQUEST NPPSC 1160/1 (Rev. 06-2020)

Supporting D

Command Extension Request			
Name	DoD ID	Rate	F
Command	UIC	Department	C
# of Months Extending	Reason		
	<div>017 Match EAOS with PRD 018 Pregnancy (Member or Spouse) 019 Obligated Service for Orders 020 Sufficient Service for RET 021 Sufficient Service for FLTRES 022 Match HYT Date 023 PFA Waiver 024 Cruise or Deployment 025 Criminal Proceedings 026 Medical Care 027 NAVPERSCOM Approval 028 Accelerated Advancement 029 Obliserve to Train 030 Obliserve for School 031 CONSUBPAY Other: Enter Reason Here</div>		
I certify the above information is true and correct.			
Service member Name			
Has Service member passed			
PRT Coordinator Name			



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Contract Routing: Extensions

Favorites Main Menu > Contract Administration > Extensions > Use > Extensions - Create

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Extensions Exceptions

Name: **SAILOR, POPEYE A.** Rank/Rate: S2 Current SC: 100

Appr Inst: Appr Status: Pending Appr Action: **Incomplete** Comments

Reenlistment Date: 07/17/2019 Contract Type: ACT Selective Duty

Contract End Date: 01/16/2023 Contract Status: **Execute** BR/CL: 11

Extension Months ☐ Extension Months

School: Other:

Date of Occurrence: 05/26/2021

☐ For Continuous Submarine Duty Incentive Pay Purpose?

☐ Combat Zone?

Ship/Duty Location: PSD NAPLES

Officer Name/Grade: **F. M. LAST, RANK, USN**

Title: **AUTHORIZING OFFICIAL
OR BYDIRCO**

Contract Information

Rsv Act Duty Obligation Days 0

Rsv Act Duty Obligation Months 0

Save Return to Search Notify

Extensions | Exceptions

Contract Routing: Reenlistments



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Contract Routing: Reenlistments

Navigation path: Favorites > Main Menu > Contract Administration > Extensions > Use > Extensions - Create

Left sidebar menu items:

- EDM
- RED/DA
- User Release Information
- Employee Self Service
- Electronic Service Record
- IMAPMIS
- NRMS Maintenance
- Reserve Transactions
- Scripting
- Availabilities
- Contract Administration
- Dependency Data
- Diary
- Entitlements
- Gains
- Local Product Distribution
- Leave Administration
- Legal
- Losses
- Orders Processing
- Pay Maintenance
- Personnel Maintenance
- PCS Travel
- Retain in Service
- Transient Tracking
- Unit Administration


Contract Administration sub-menu:

- Extensions
- Force Management
- Reenlistments

Reenlistments sub-menu:

- Use
- Inquire

Reenlistments - Create and Reenlistments - Pending options are visible on the right side of the screen.





Contract Routing: Reenlistments

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create



Create Reenlistment Exceptions

Name: **DOE, JANE A.**

Rank/Rate: PS3

Current DSC: 100

Appr Inst:

Appr Stat:

Pending

Appr Action:

Comments

*Reenlistment Date:

Contract Type:

Contract End Date:

Br/Cls Code:

Reenlistment Rank/Rate:

PS3

Enlistment Type:

Enlistment Term:

Navy Loss Code:

RADO - Months:

RADO - Days:

Reenlistment Code:

Total Active Service:

Yrs

Mos

Days

Expiration of Active Enlist: 12/09/2022

Total Inactive Service:

Yrs

Mos

Days

LSL

0.0

Home of Record

Reenlisted at:

Officer's Name and

Grade:

SellBack:

Title:

Contract Information



Save



Return to Search



Notify



Refresh

Create Reenlistment | Exceptions



Contract Routing: Reenlistments

Navigation: Favorites | Main Menu | > Contract Administration | > Reenlistments | > Use | > Reenlistments - Create

Create Reenlistment | Exceptions

Name: **DOE, JANE A.** Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: [Comments](#)

*Reenlistment Date: 05/27/2021 Contract Type:

Contract End Date: Br/Cis Code: Reenlistment Rank/Rate: PS3

Enlistment Type: Enlistment Term: Navy Loss Code:

RADO - Months: RADO - Days: Reenlistment Code:

Total Active Service: 2 Yrs 5 Mos 17 Days Expiration of Active Enlist: 12/09/2022

Total Inactive Service: Yrs Mos Days LSL: 0.0 Home of Record

Reenlisted at: SellBack: Title:

Officer's Name and Grade:

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Create Reenlistment | Exceptions

Look Up Contract Type

Select one of the following values:

- ACT Active Duty
- ADR Active Duty Reserve
- RES Reserve

[Cancel](#)

UNCLASSIFIED



Contract Routing: Reenlistments

[Favorites](#) [Main Menu](#) [Contract Administration](#) [Reenlistments](#) [Use](#) [Reenlistments - Create](#)



[Create Reenlistment](#)

[Exceptions](#)

Name: **DOE, JANE A.** Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: [Comments](#)

*Reenlistment Date: 05/27/2021 Contract Type: ACT Active Duty

Contract End Date: 05/26/2023 Br/CIs Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type: 51 Enlistment Term: 2 **YEARS OF REENLISTMENT**
Reenlistment Code:

Total Active Service: 2 Yrs 5 Mos 17 Days

Total Inactive Service: Yrs Mos Days LSL: 0.0 [Home of Record](#)

Reenlisted at:
Officer's Name and Grade: Title:

[Contract Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Create Reenlistment](#) | [Exceptions](#)



UNCLASSIFIED



Contract Routing: Reenlistments

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Create Reenlistment Exceptions

Name: **DOE, JANE A.** Rank/Rate: PS3 Current DSC: 100

Appr Inst: Appr Stat: Pending Appr Action: Comments

*Reenlistment Date: 05/27/2021 Contract Type: ACT Active Duty
Contract End Date: 05/26/2023 Br/CIs Code: 11 Reenlistment Rank/Rate: PS3

Enlistment Type: 51 Enlistment Term: 2 Navy Loss Code:
Reenlistment Code: 1

Total Active Service: 2 Yrs 5 Mos 17 Days
Total Inactive Service: Yrs Mos Days LSL: 0.0 Home of Record
Reenlisted at: Title:
Officer's Name and Grade:

Contract Information

Save Return to Search Notify Refresh

Create Reenlistment | Exceptions

Look Up Reenlistment Code

Select one of the following values:

- 1 Eligible for Reenlistment
- R1 Recommended for Pref. Reenlist

Cancel



Contract Routing: Reenlistments

Navigation: Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create

Create Reenlistment Exceptions

Name: **DOE, JANE A.**

Rank/Rate: PS3

Current DSC: 100

Appr Inst:

Appr Stat: Pending

Appr Action:

Comments

*Reenlistment Date: 05/27/2021

Contract Type: ACT

Active Duty

Contract End Date: 05/26/2023

Br/Cis Code: 11

Reenlistment Rank/Rate: PS3

Enlistment Type: 51

Enlistment Term: 2

Navy Loss Code: 802

Reenlistment Code: 1

Total Active Service:

2

Yrs

5

Mos

17

Days

Total Inactive Service: Yrs Mos Days

LSL

0.0

 Home of Record

SellBack:

Title: REENL OFFICER

Reenlisted at: NSA NAPLES, ITALY

Officer's Name and Grade: **F. M. LAST, RANK, USN**

Contract Information

Save

Return to Search

Notify

Refresh

Create Reenlistment | Exceptions

Contract Routing: Reenlistments

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create



EXAMPLES:

1. OBLISERVE FOR BUPERS ORDERS...DTG MSG AND SMP.
2. BENEFITS OF RATE AND LUMP SUMP LEAVE

Create Reenlistment Exceptions

Name: **DOE, JANE A.**

Rank/Rate: PS3

Current DSC: 100

Contract Begin Date: 05/27/2021

Contract Type: Active Duty

Contract Clause

Clause: 016 Narrative

Exceptions:

COMMAND CAREER REQUEST NPPSC 1160/1 (Rev. 06 2020)

Supporting Directive NPPSCINST 5213.1B

Command Extension Request

Name	DoD ID	Rate	PRD	EAOS
Command	UIC	Department	Division	ADCD
# of Months Extending	Reason			Does member fall into Zone A, B, or C C-WAY? <input type="checkbox"/> Yes <input type="checkbox"/> No
I certify the above info	017 Match EAOS with PRD 018 Pregnancy (Member or Spouse) 019 Obligated Service for Orders 020 Sufficient Service for RET 021 Sufficient Service for FLTRES 022 Match HYT Date 023 PFA Waiver 024 Cruise or Deployment 025 Criminal Proceedings			026 Medical Care 027 NAVPERSCOM Approval 028 Accelerated Advancement 029 Obliserve to Train 030 Obliserve for School 031 CONSUBPAY Other: Enter Reason Here
Service Member Name	Date			
Has Service member passed	PRT Coordinator Name			

Save Return to Search Notify Refresh



Contract Routing: Reenlistments

Favorites Main Menu > Contract Administration > Reenlistments > Use > Reenlistments - Create



Create Reenlistment

Exceptions



Name: **DOE, JANE A.**

Rank/Rate: PS3

Current DSC: 100

Appr Inst: Appr Stat: Pending

Appr Action: Incomplete

Comments

*Reenlistment Date: 05/27/2021

Contract Type: ACT

Contract End Date: 05/26/2023

Br/CIs Code: 11

Reenlistment Rank/Rate: PS3

Enlistment Type: 51

Enlistment Term: 2

Navy Loss Code: 802

Reenlistment Code: 1

Total Active Service: 2 Yrs 5 Mos 17 Days

Total Inactive Service: Yrs Mos Days

LSL SellBack: 0.0 Home of Record

Reenlisted at: NSA NAPLES, ITALY

Title: REENL OFFICER

Officer's Name and Grade:

F. M. LAST, RANK, USN

Contract Information

Save Return to Search Notify Refresh



Contract Routing: Reenlistments

FIRST: I am reenlisting in the UNITED STATES NAVY/NAVAL RESERVE for 3 years from 04/01/2022 unless sooner discharged by proper authority. My new contract expiration date is 03/31/2025.

SECOND: I have read and understand the following SECTION OF TITLE 10 OF THE UNITED STATES CODE:

SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE; "(a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section; (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service."

THIRD: I understand that I may be extended on, or ordered to active duty for the duration of any war or national emergency declared by Congress, and for six months thereafter, and that my agreed period of active service may be extended as otherwise authorized by law.

UNDER THE CLAUSE OR EXCEPTIONS:

FOURTH: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, assignment of government quarters, or transportation dependents except as indicated:

  **DO NOT ENTER**  **NO SRB AUTHORIZED OR N/A**   **BENEFITS OF RATE**

UIC: 65862 STATUS: ACTIVE: X INACTIVE: RADO MONTHS/DAYS: 000 / 000 DOB:

PLACE OF REENLISTMENT: NSA CAPODICHINO, NAPLES IT HOME OF RECORD: CITY, STATE

CITIZENSHIP: CITIZEN COUNTRY: RATE: DATE OF PAYGRADE:



Contract Routing: Common Problems

- **NO ATTENTION TO DETAIL**
- **Request does not match the contract:**
 - SRB, Lump sum leave on the chit but not on the contract
 - “NO SIGNATURES”
- *****LATE SUBMISSION of an EXECUTED CONTRACT*****
- **NO CWAY APPROVAL OR IT EXPIRED*****
- **The reenlistment happen after the expiration of the**
- **CWAY approval**
- **NO SRB APPROVAL**



CCC NSIPS SRB Approval

Pre Cert Request		SRB/ESRP Status	
Name: LAST, FIRST MIDDLE		Rank/Rate: MA2	Current DSC: 100
Requesting UIC: 43496	Effective date: 02/24/2022		
SRB Type: 1AA	Status: Approved	Cancel Indicator: N - No cancellation was requested	
NEC: P06A	Budget NEC: P06A	Budget Zone: B	
Sea Duty Ext:	Conversion Date:		
Zone: B - 6-10 years	Zone Override: <input type="checkbox"/>		
AOS Dt: 10/31/2023	AOSD Override: <input type="checkbox"/>		
Grade: E05			
Award Level: 0.5	AOS: 53	Base Pay: 3682.20	
Total Bonus: 8131.53	Initial Install: 4065.77	Anniversary Install: 813.15	
Pay Waiver: <input type="checkbox"/>	Reason:	Reenlistment Date: 04/01/2022	
Waiver Date:	Waiver Status:	Reenlistment Term: 72	
<input type="button" value="Recalculate"/>			
Final Status: Approved	Pay Data: 0.572PNMA2 NO		
Multi-Use:	EMC: B640		
EAOS: 10/30/2023	SEAOS: 10/30/2023	Prospective Rate:	
PEBD: 01/04/2012	ADSD: 07/20/2014	Prospective Paygrade:	
DNEC: 853A	DNEC2:	PTS Status: AIR	
Inop Oth Ext: 00	Inop Nuc Ext: 00	PTS Approval Date: 06/23/2021	
Ext Months:	Ext Date:		
Extension Request			
Cancel Ext Request: <input type="checkbox"/>	Extension Date:	CO Recommends: <input type="checkbox"/>	
Extension Request:	Extension Months:		

Note to CCC:
SRB Precert must be submitted 35-120 days out from the reenlistment date.

IAW: OPNAVINST 1160.8B (SRB Program)



NSIPS C-WAY Error and or HYT EDLN error when trying to generate the contract



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Last login: 04-01-2022 05:13 Home Worklist Add to Favorites Sign Out

Reenlistments - Create

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with 123456789

Empl Record 0

Approval Instance

Name begins with

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Empl Record	Approval Instance	Name	Contract End Date
0	(blank)		04/03/2022

Message

Member requires Career Waypoints (C-WAY) approval to reenlist. (26000,1297)

E-3 to E-5 personnel, as well as E-6 personnel not selected for advancement to E7, must have C-WAY approval to reenlist if they have 14 years or less of obligated service as of their Soft (as extended) Expiration of Active Obligated Service (SEAOS).

OK

HYT HELP DESK
901-874-3048
for EDLN's that are incorrect

CWAY HELP DESK
career_waypoints@navy.mil

Member requires Career Waypoints (C-WAY) approval to Reenlist. E-3 to E-5 personnel, as well as E-6 personnel not selected for advancement to E7, must have C-WAY approval to reenlist if they have 14 years of obligated service as of their Soft (as extended) Extension of Active Obligated Service (SEAOS).

Administrative Remarks



LOGIN ACCESS REQUEST NEWS TRAINING USER INFO RESOURCES HELP DESK NOTICES

NSIPS

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

DOD CAC AUTHENTICATION

N CPPA

Last login: 03-09-2022 08:52

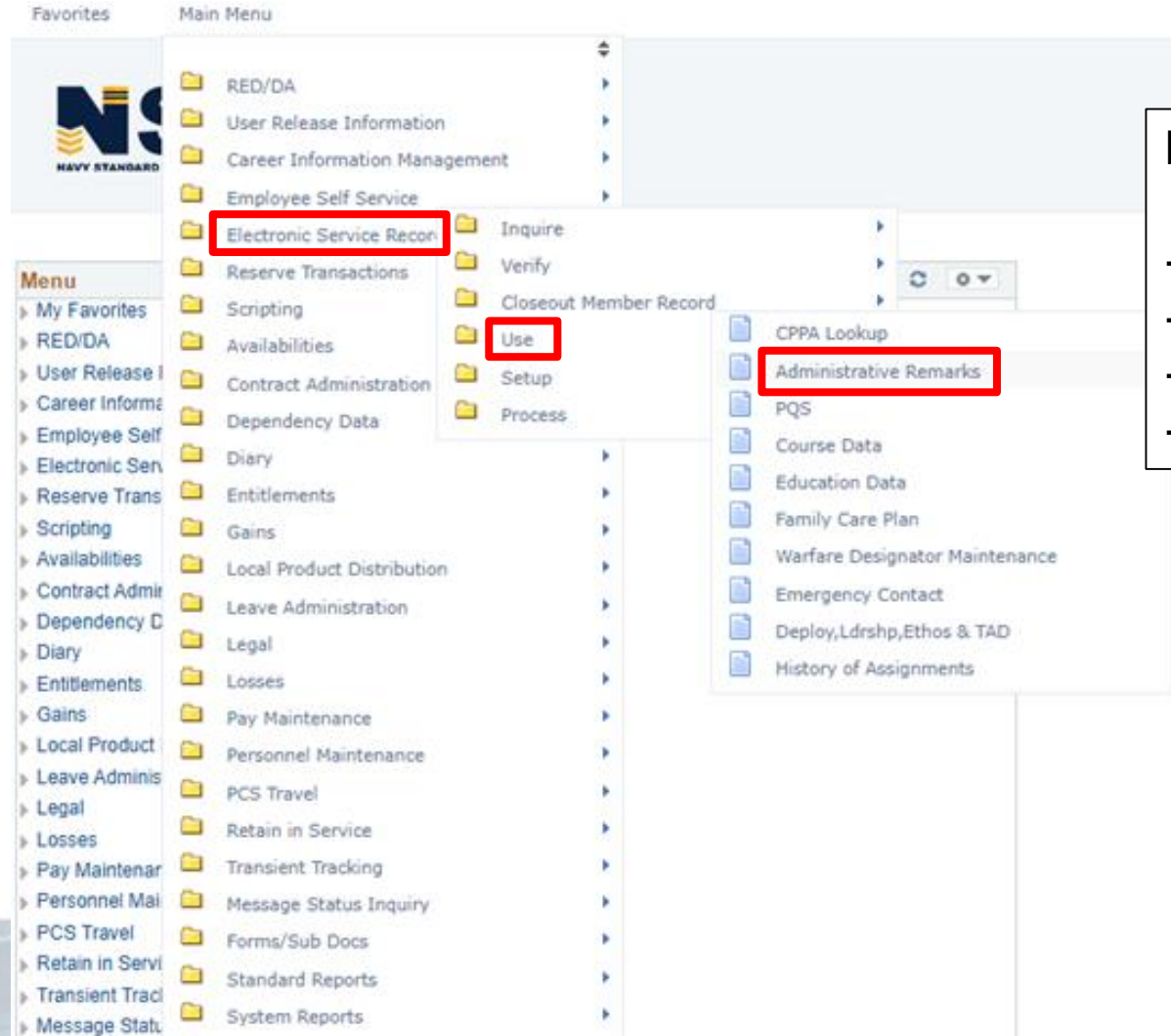
LOGON

THURSDAY, MARCH 17 [ONLINE](#)

NSIPS will be offline May 27-31 for an upgrade to address end of life software components to reduce cyber vulnerabilities, ensure audit compliance and better position the application to support changes needed for NP2. NSIPS will go offline at 0700 CDT May 27 and resume operations at 0700 CDT May 31. If there are any changes to the above, we will post the information here, along with sending out an email to stakeholders as needed.

PSD, TSC, CPPA and NPC personnel experiencing NSIPS technical issues processing personnel actions on behalf of Sailors please contact the NSIPS Help Desk with any issue needing immediate attention (NSIPSHelpDesk@navy.mil; 877.589.5991). Individual Sailors currently experiencing impacts to pay and/or benefits please open a ticket with MyNavy Career Center (askmncc@navy.mil; 833.330.6622).

Administrative Remarks



Navigate to:

- Main Menu
- Electronic Service Record
- Use
- Administrative Remarks



Administrative Remarks

[Favorites](#) [Main Menu](#) [Electronic Service Record](#) [Use](#) [Administrative Remarks](#)



Administrative Remarks

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

Empl Record

Name

Limit the number of results to (up to 300):

SSN
or
LAST, FIRST

Search

Clear

Basic Search



Save Search Criteria

Administrative Remarks

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

Name: Rank/Rate: PS2 Current DSC: 100

Find | View All First 2 of 7 Last

Authority: **MILPERMAN 1160-030** ☐ Permanent

Date: **NOT VERIFIED** Removal Date:

Subject Code:

Subject:

Remark:

Approving Officer Signature

Name: Title: Date:

Witness Signature

Name: Title: Date:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Go to: [ESR Home](#) [Admin Remarks Home](#)

Look Up Subject Code

Subject Category Code begins with

Description begins with

Search Results

View 100 First 1-12 of 12 Last

Subject Category Code	Description
A	Administrative
B	Bonus
C	Counseling
E	Enlistment
G	General
L	Legal
M	Mandatory
P	Payment
R	Regulatory
S	Separation
T	Training
Z	RTC Only

- Select "Administrative"

Administrative Remarks

Favorites Main Menu > Electronic Service Record > Use > Administrative Remarks

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

Name: [Redacted] Rank/Rate: PS2 Current DSC: 100

Authority: MILPERSMAN 1160-030 ☐ Permanent

Date: [Redacted] **NOT VERIFIED**

Subject Code: A Administrative

Subject: [Redacted]

Remark: [Redacted]

Approving Officer Signature

Name: [Redacted] Title: [Redacted]

Witness Signature

Name: [Redacted] Title: [Redacted]

Member Signature

Date: [Redacted]

Acknowledgement

Acknowledgement: [Redacted]

Look Up Subject

Subject Category Code: A

Subject ID begins with: [Redacted]

Subject: >= CENTER

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results of a possible 2762 can be displayed.

View 100

Subject ID	Subject
14306	CENTER OF EXCELLENCE - REENLISTMENT, CODE OF CONDUCT
14308	CENTER OF EXCELLENCE - REENLISTMENT, SRB
14307	CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL
7021	CERTIFICATE OF RELEASE
7528	CG II MEF HYT
7431	CGSOSR
9308	CHANGE IN MEMBERS PHYSICAL RISK CATEGORY
9511	CHANGE OF DUTY
12951	CHANGE OF OTEIP INCENTIVE OPTION
13600	CHANGE OF OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP)
8810	CHANGE OF RATING
10172	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO IRR-ASP
10402	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE
10171	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE
10401	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE
9938	CHANGES TO SGLI/FSGLI COVERAGE AS A RESULT OF TRANSFER TO THE VTU/IRR-ASP
7130	CHECK-IN FOR Strike Fighter Squadron THIRTY-TWO, NAS Oceana, VA UIC: 09053
13682	CHIEF EXAM FOR LDO PURPOSES
6798	CHIEF OF THE BOAT ASSIGNMENT
14101	CHIEF PETTY OFFICER RANKING VERIFICATION
10887	CITIZENSHIP
14028	CITY PAIR PROGRAM
10770	CIVIL CONVICTION
8239	CIVIL CONVICTION
8471	CIVIL CONVICTION
8502	CIVILIAN CONVICTION
11505	CLASS "A" SCHOOL RATING CONVERSION/NAVYWIDE ADVANCEMENT EXAM RESULTS/ADVANCEMENT IN PRIOR RATIN
8102	CLOTHING ALLOWANCE
10843	CMC AND CSC PROGRAM
12067	CMC SCREENING BOARD
9917	CMDCM PROGRAM

Type "center" and click enter on keyboard

The minimum PG13s required are "Code of Conduct" and "UCMJ"

- Only use SRB PG13 if the member has an SRB

Administrative Remarks

Favorites Main Menu > Electronic Service Record > Use > Administrative Remarks

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Administrative Remarks

Name: BAKRI, MAYA PEARL Rank/Rate: PS2 Current DSC: 100

Find | View All First 2 of 7 Last

Authority: MILPERSMAN 1160-030 ☐ Permanent

Date: **NOT VERIFIED** Removal Date:

Subject Code: A Administrative Removal Reason:

Subject: 14307 CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Remark: **Select Remark Template**

Approving Officer Signature

Name: Title: Date:

Witness Signature

Name: Title: Date:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Go to: ESR Home Admin Remarks Home

Select Remark Template

Subject: CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Personalize | Find | First 1 of 1 Last

Select	Remark Template
1 <input checked="" type="checkbox"/>	<p>Reenlisted this date for ___ years. I have had explained to me and understand the following: a. The articles of the Uniform Code of Military Justice have been explained to me as required by Article 137 of the UCMJ, Section 654 of Title 10, U.S. Code and MILPERSMAN 1910-810. I have been advised of the provision of the various types of discharge certificates and the basis for issuance and the possible effects of such certificates relative to reenlistment, civilian employment, veteran's benefits and related matters. b. Per the United States Navy Regulations, Article 1122, the Code of Conduct, as promulgated by Executive Order 10631 and amended by Executive Order 12017 of 3 November 1977, was explained to me. I have been informed of my basic responsibilities and obligations, to which I am expected to measure up to, with full spirit and intent of the code. c. I hereby acknowledge that I have the duty per SECNAVINST 7200.17 series, to establish and maintain an account with a United States Financial Institution, for the direct deposit of my Navy Net Pay and Allowances. I understand that I am required to execute the appropriate forms at my disbursing office to ensure that my Navy Pay and Allowances are deposited directly into this account. I further understand that I may freely choose or change U.S. Financial Institutions to satisfy this duty as long as I am on active/reserve duty. I understand that failure to perform the duty of establishing and maintaining such an account, in the absence of a specific exemption, may subject me to administrative and/or disciplinary action under the UCMJ.</p> <p>I hereby elect: Cash settlement «0.00» days Leave carried over to new or extended enlistment «ALL» days</p> <p>OK Cancel</p>

- "Select Remark Template"
- Check the box
- Select "Okay"

Administrative Remarks

Administrative Remarks

Name: BAKRI, MAYA PEARL Rank/Rate: PS2 Current DSC: 100

Authority: MILPERSMAN 1160-030 ☒ Permanent

Date: NOT VERIFIED Removal Date:

Subject Code: A Administrative Removal Reason:

Subject: 14307 CENTER OF EXCELLENCE - REENLISTMENT, UCMJ ART 137 & LSL

Remark: Reenlisted this date for ___ years. I have had explained to me and understand the following:
a. The articles of the Uniform Code of Military Justice have been explained to me as required by Article 137 of the UCMJ, Section 654 of Title 10, U.S. Code and MILPERSMAN 1910-810. I have been advised of the provision of the UCMJ

Approving Officer Signature

Name: Title: Date:

Witness Signature

Name: Title: Date:

Member Signature

Date:

Acknowledgement

Acknowledgement:

Go to: ESR Home Admin Remarks Home

Select "Permanent"

Edit number of years and leave sell back amount (if applicable)

Enter reenlist officer name, title, and reenlist date

Enter witness name (CPPA or CCC), title, and reenlist date

Reenlistment date

Select "Save" and print for signature



Transaction Routing: eCRM/TOPS

- **Primary: eCRM to “PP REENLISTMENTS_EXTENSIONS” queue**
 - ** Request type should still indicate reenlistment or extensions **
 - Naming Convention on the SUBJ:
 - Example 1: REENL W/SRB ICO RATE NAME, EFF DT
 - Example 2: REENL NO SRB ICO RATE NAME, EFF DT
 - Example 3: EXT ICO RATE NAME, EFF DT
- **Alternate: TOPS to “NAPLES REENLIST_EXT” box (or to local servicing TSC detachment, who will forward transaction to COE-R&E. If submitting via TOPS, CPPAs MUST include the following information. TOPS transactions without the information below will be returned to the CPPA without action.**
 - Do you have an eCRM account: Y / N
 - If YES, why eCRM was not used for this transaction: (describe reason: e.g. ship currently underway/low connectivity, or include brief explanation of technical issues – this information will help us better understand the nature of eCRM issues preventing CPPAs from utilizing the system).
 - If NO, eCRM SAAR submission date: (insert date)
 - MNCC trouble ticket number regarding eCRM account: (insert ticket number)
 - Naming Convention on the SUBJ:
 - Example 1: REENL W/SRB ICO RATE NAME, EFF DT
 - Example 2: REENL NO SRB ICO RATE NAME, EFF DT
 - Example 3: EXT ICO RATE NAME, EFF DT



Transaction Routing: eCRM

New Case

- ☒ PersPay Case
This case type is used to process standard PersPay cases.
- ☐ PersPay ESO Restricted
This case type is used to process cases that contain sensitive ESO information
- ☐ PersPay Legal Restricted
This case type is used to process cases that contain sensitive legal information
- ☐ PersPay PayOps Restricted
This case type is used to process cases that contain sensitive pay information

Internal Comments

Case Status Comment

* Subject

REENL W/SRB, IT1 POPEYE A. SAILOR, 10 MAY 2022

* Description

REENLISTMENT WITH SRB SEE ATTACHED CCC NSIPS APPROVAL

Case Information

Case Number

Case Origin

--None--

Priority

Medium

Needed By

* Section Category

SEPS AND RETENTION (S&R)

* Request Type

Reenlistments

[View all dependencies](#)

* Problem Code

Reenlistment Contract (Return)

[View all dependencies](#)

* Status

Submitted

Cancel

Save & New

Save

Transaction Routing: eCRM

Routed PSD
NAPLES

Suppress CPPA Notifications

☐

Suppress Sailor Notifications

☐

Effective Date

5/10/2022

Related Users

Supervisor

Search People...

Clerk

Search People...

CPPA

Additional Information

CPPA Alternate Email

Case Hierarchy

Parent Case

Search Cases...

System Information

Web Email

Contact Name

POPEYE A. SAILOR

Cancel

Save & New

Save

**YOU AS THE CPPA
TYPE YOUR FIRST
NAME AND LAST NAME**

THE MEMBER'S INFO

Transaction Routing: eCRM

***Choose Next Approver**

--None-- **TYPE: PP REEN:**

--None--

PP REENLISTMENTS_EXTENSIONS

Previous Next

Case REEN W/SRB, IT1 POPEYE A. SAILOR, 10 MAY 2022 - + Follow Edit

CLICK:

PP REENLISTMENTS_EXTENSIONS

UPLOAD THE KEY SUPPORTING DOCUMENTS

Files (1)

Upload Files

Or drop files

THEN CLICK NEXT

You are about to submit the case to the following queue: PP REENLISTMENTS_EXTENSIONS

Please hit next to confirm

Previous Next

Transaction Routing: eCRM

You are about to submit the case to the following queue: PP REENLISTMENTS_EXTENSIONS

Please hit **next** to confirm

[Previous](#) [Next](#)

Case 01153309 has been successfully submitted to queue PP REENLISTMENTS_EXTENSIONS

[Previous](#) [Finish](#)

Case
REEN W/SRB, IT1 POPEYE A. SAILOR, 10 MAY 2022

[+ Follow](#) [Edit](#) [▼](#)



COE-R&E: Best Practices

- Member's Career Development Boards 15-24 months prior to PRD/SEAOS
- CPPA – Ensure TSC receives signed contract within two days following the reenlistment.
- Command – Designates primary and secondary (CPPA) and ensure participation in routine training provided by servicing TSC or Regional Support Center (RSC).
- CCC- Monitors Career Information Management System (CIMS) Reports (EAOS/PRD, HYT, Gains/Losses, etc.) and CWAY – applications (15 months prior).
- TSC – Print and verify the Prospective Loss report with EAOS and EREN from NSIPS and work with CPPA and/or CCC within 90 days from EAOS.
- OVERALL BEST PRACTICES – Protect Personally Identifiable Information (PII).



Regional Support Center: POCs

- RSC Naples

- Contact: RSC_Naples@us.navy.mil

- RSC Bahrain

- Contact: RSC_Bahrain@us.navy.mil





Any Questions?